

Below are some typical positions that the House and Senate hire for.

Band 2

Administrative Aide: This position provides administrative support to the Chief Clerk's or Secretary of the Senate's Office. Duties include copying, filing, document distribution, responding to questions from the public and staff, running errands, and serving as receptionist.

Assistant Bills Distribution Clerk: This position is responsible for tracking and distribution of all bills, resolutions, fiscal notes, amendments, and related official legislative documentation for both the House and Senate. This includes record management and tracking, document review and distribution, and providing information and assistance as requested.

Supply Clerk: This position is responsible for monitoring supply inventories, ordering supplies, and processing paperwork to account for and pay bills.

Word Processor: This position is responsible for preparing correspondence, press releases, testimonies and other documentation for Representatives; creating electronic and paper copies of documents using a personal computer, scanner, and copier; producing and distributing email correspondence to and from Representatives or Senators; and providing clerical support for Representatives or Senators and legislative staff.

Band 3

Assistant Amendments Coordinator: This position is responsible for providing clerical services and support in the preparation of amendments to bills and standing committee reports.

Bills Clerk: This position is responsible for tracking and recording the status and actions of individual bills and resolutions to provide an accurate and complete history of each bill process. This position also establishes and maintains a daily log of all legislative actions; proofs daily House or Senate journals; and tracks status of bills in printing, under legal review, or engaged in other processes. The incumbent tracks each bill process from introduction until final disposition at the end of the session.

Bills Coordination Clerk: This position is responsible for handling the physical flow of bills through the legislative process. This includes delivery of bills and resolutions, documenting distribution details, and maintaining documentation of bills and receipts.

Bills Distribution Clerk: This position is responsible for the assembly and distribution of bill information packets, including bills, fiscal notes, agendas, amendments, reports, and other materials to each legislator, leadership office, committee, and/or other appropriate parties as required. This position also establishes and maintains records filing systems for all information reviewed, compiled, and distributed by the incumbent.

Reading Clerk: This position is responsible for reading bill titles and vote tallies to the House or Senate, operating the voting board, coordinating amendments, and other duties in support of legislators and legislative staff.

Security Guard: This position is responsible for ensuring the safety and security of legislators, staff and the public; public relations; responding to incidents that threaten security or safety; and reception, supply and refreshment services.

Status Input Technician: This position is responsible for inputting the daily action taken on each bill into the status system so the status can be printed and placed on the member's desks the next morning. The position also inputs a complete progressive status of each bill, and serves as a member of the team responsible for double-checking the accuracy of the system.

Band 4

Amendments Coordinator: This position is responsible for preparing amendments to bills at the request of legislators and preparing standing committee reports at the request of committee secretaries.

Assistant Sergeant at Arms – Pages/ Page Supervisor: This position is responsible for the hiring, training, and supervision of all House or Senate pages. The position also provides assistance and backup to the Sergeant-at-Arms.

Assistant Sergeant at Arms – Security: This position is responsible for the supervision of Security Guards to ensure the safety and security of legislators, staff and the public. The position is also responsible for responding to incidents that threaten security or safety; public relations; and oversight of supply and refreshment services.

Committee Secretary: This position serves as secretary for the assigned Standing Committee(s). Duties include preparing information and other resources for committees; documenting and providing administrative support for meetings; and preparing minutes and other formal records.

Journal Clerk: This position is responsible for maintaining the official record of the proceedings of each session of the House or Senate. The position maintains an accurate and complete record of each day's business while maintaining a consistent format and terminology.

Secretary to Secretary of the Senate: This position provides administrative support to the Secretary of the Senate's Office. Duties include copying, categorizing, filing, distribution and transmittal of official Senate actions; coordinating special events and meetings; writing and editing newsletters and other publications; serving as receptionist for the Secretary of the Senate's Office and Senators; and providing backup to committee secretaries as necessary.

Voting Clerk: The position is responsible for operating the Official House Voting Board, providing technical expertise in the operation of the automated voting system, distributing email and other correspondence, and providing routine computer technical support to session staff.

Band 5

Administrative Services Supervisor: This position is responsible for supervising Administrative Services for the Legislature including organizing and administering clerical operations and supervising the operations of the Word Processing Center and secretarial staff. Duties include supervising administrative staff; technical writing; proofreading and editing documents; and performing and overseeing administrative support services. The position is also responsible for oversight of services related to producing and distributing email correspondence to and from legislators; and providing clerical support for legislators and legislative staff as needed.

Aide to Leadership: The position is responsible for a variety of public relations, research, and administrative tasks in support of House or Senate Leadership and other representatives.

Secretary to Leadership: The positions are responsible for a variety of public relations and administrative support tasks in support of the leadership and other legislators including preparing correspondence, transcription, tracking legislative actions, reception, and coordinating special events and meetings.

Word Processing Supervisor: This position is responsible for supervising the operations of the Word Processing Center and for supervising the services provided by Committee Secretaries and Aides. Duties include supervising word processing and committee staff; technical writing; proofreading and editing documents and committee minutes; and performing and overseeing word processing, scanning, email, copying, and related services. The position is also responsible for oversight of services related to producing and distributing email correspondence to and from legislators; and providing clerical support for legislators and legislative staff as needed.

Band 8

Sergeant at Arms: The position is responsible for managing a variety of services and programs including security, the page program, equipment and supply, and facility maintenance. The position supervises the Security staff; the Assistant Sergeant-at-Arms, pages; and a supply clerk.

Assistant Chief Clerk: The incumbent exercises leadership and general supervision to accomplish the work of the House within broad policy guidance and direction established by the Chief Clerk and the Legislative Services Division. The position is responsible for organizing and administering House office operations, for performing a variety of professional activities, and for supervising clerical activities related to tracking, documenting, and supporting committee and House actions.

Assistant Secretary of the Senate: The incumbent exercises leadership and general supervision to accomplish the work of the Senate within broad policy guidance and direction established by the Secretary of the Senate and the Legislative Services Division. The position is responsible for organizing and administering Senate office operations, for performing a variety of professional activities, and for supervising clerical activities related to tracking, documenting, and supporting committee and Senate actions.